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# **City of Sunrise DEVELOPMENT GUIDE**

**Prepared by:  
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## **FOREWORD**

The City of Sunrise is committed to encouraging economic development and controlled growth, as well as to being a helpful and enthusiastic partner to the development community. To help enhance this partnership, the Director of the Planning & Development Department has prepared a Development Guide.

The Planning & Development Department has three major roles in encouraging development in the City of Sunrise. First, the Department serves as a coordinator by assessing projects submitted, identifying potential problems, and opening lines of communication between the developer and the City at the earliest stage of the development review process. Second, the Department is responsible for assisting the developer when projects experience problems in the review process. Third, the Department staff is available to educate the public as to how the development review process works.

The City of Sunrise Development Guide is designed to assist the Planning & Development Department in informing the development community and other interested parties as to the procedures that must be followed to have a project approved for construction, permitted, inspected, and issued final approval in order to obtain a certificate of occupancy. This guide is intended to provide an overview of the complex development review process and to take readers step-by-step through the various processes that comprise the overall procedure.

## INTRODUCTION

### **Purpose**

The City of Sunrise policies, standards and regulations on land use and development are designed to help ensure the health, safety and welfare of its citizens, while protecting the rights and privileges of property owners. An additional aim is to continuously strive to upgrade the City's aesthetics and visual appearance in the interests of maintaining – and perhaps enhancing – property values within the City. The development review process is the City's administrative system to efficiently and consistently enforce these policies, standards and regulations.

The development review process is composed of separate procedures that are required in order to construct and occupy a building or buildings. Examples of these procedures are the site plan review process, the building permit review process and the construction inspection process. The two City departments involved with these processes are the Building & Code Enforcement Department and the Planning & Development Department. The Building & Code Enforcement Department is primarily responsible for the review of plans and issuing of permits relating to structures. The Planning & Development Department's primary function is the review of plans and issuance of permits pertaining to sites. At the earliest stages of planning a project, the developer's team must be made aware of which steps in the process need to be followed, where each process is initiated, what information is required, who will be involved, how long the process will take, and how much it will cost. This guide provides the answers to these and other pertinent questions.

### **Overview**

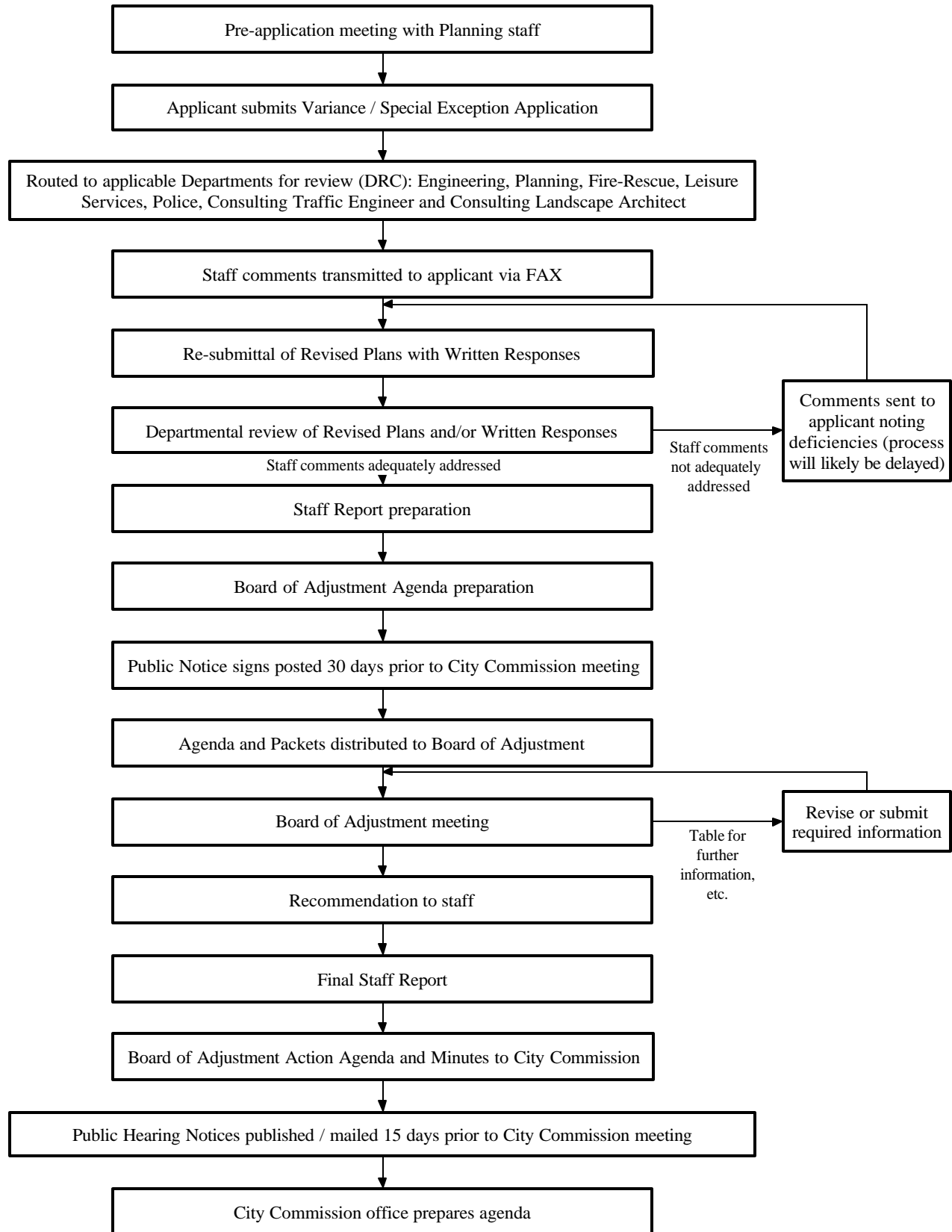
This guide to the development review procedure first provides an overview of the entire process, identifying what circumstances will require a particular review. It also presents a chronological chart showing what, if any, processes must be completed before one can proceed to another step.

This guide then details each of the review processes that make up the entire development review process, answering critical questions to help ease your way through the system. A pre-application meeting with the Planning staff is mandatory before each process.

This guide is not intended to provide every technical detail or requirement of each review that makes up the development review process. Rather, it is intended to provide an overview of the whole system.

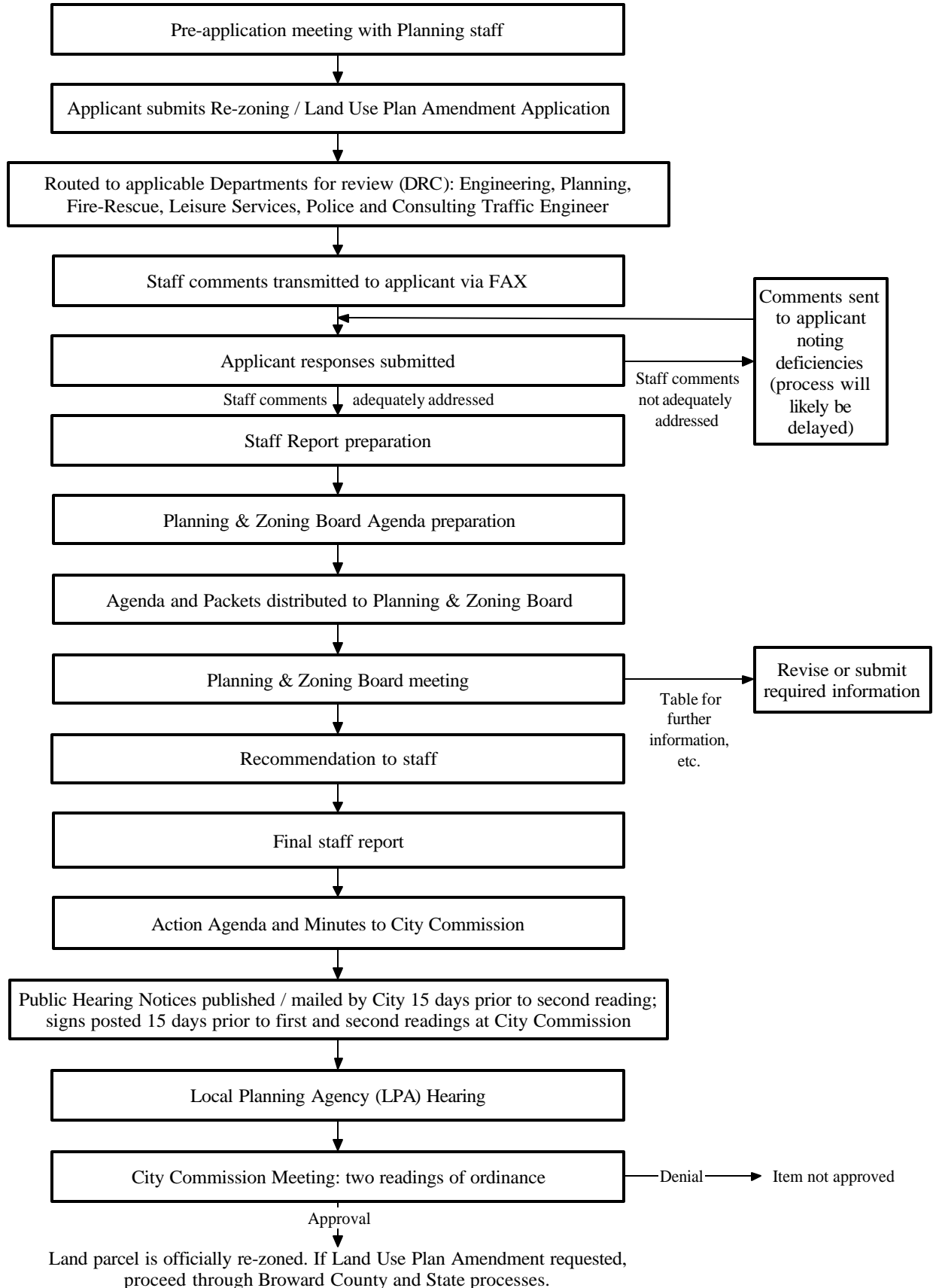
Developers and their architects are encouraged to obtain a copy of the current Land Development Code prior to the preparation of their site plans. If you have questions regarding any aspect of the Code, please contact the Planning & Development Department at (954) 746-3281.

## VARIANCE / SPECIAL EXCEPTION REVIEW PROCESS (Form 1)

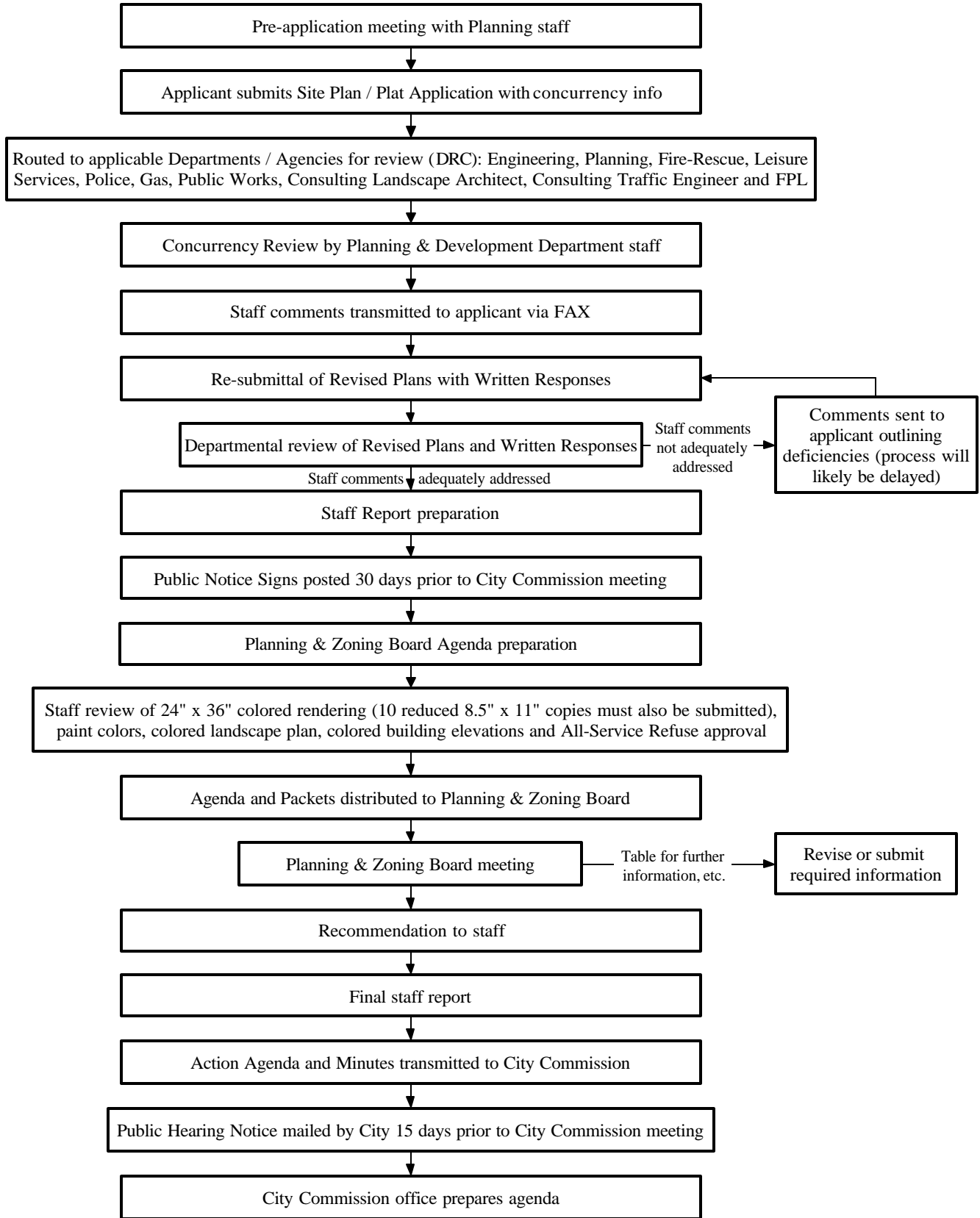


SEE QUASI-JUDICIAL PROCESS (Form 4) FROM HERE FORWARD

## RE-ZONING & LAND USE PLAN AMENDMENT PROCESS (Form 2)

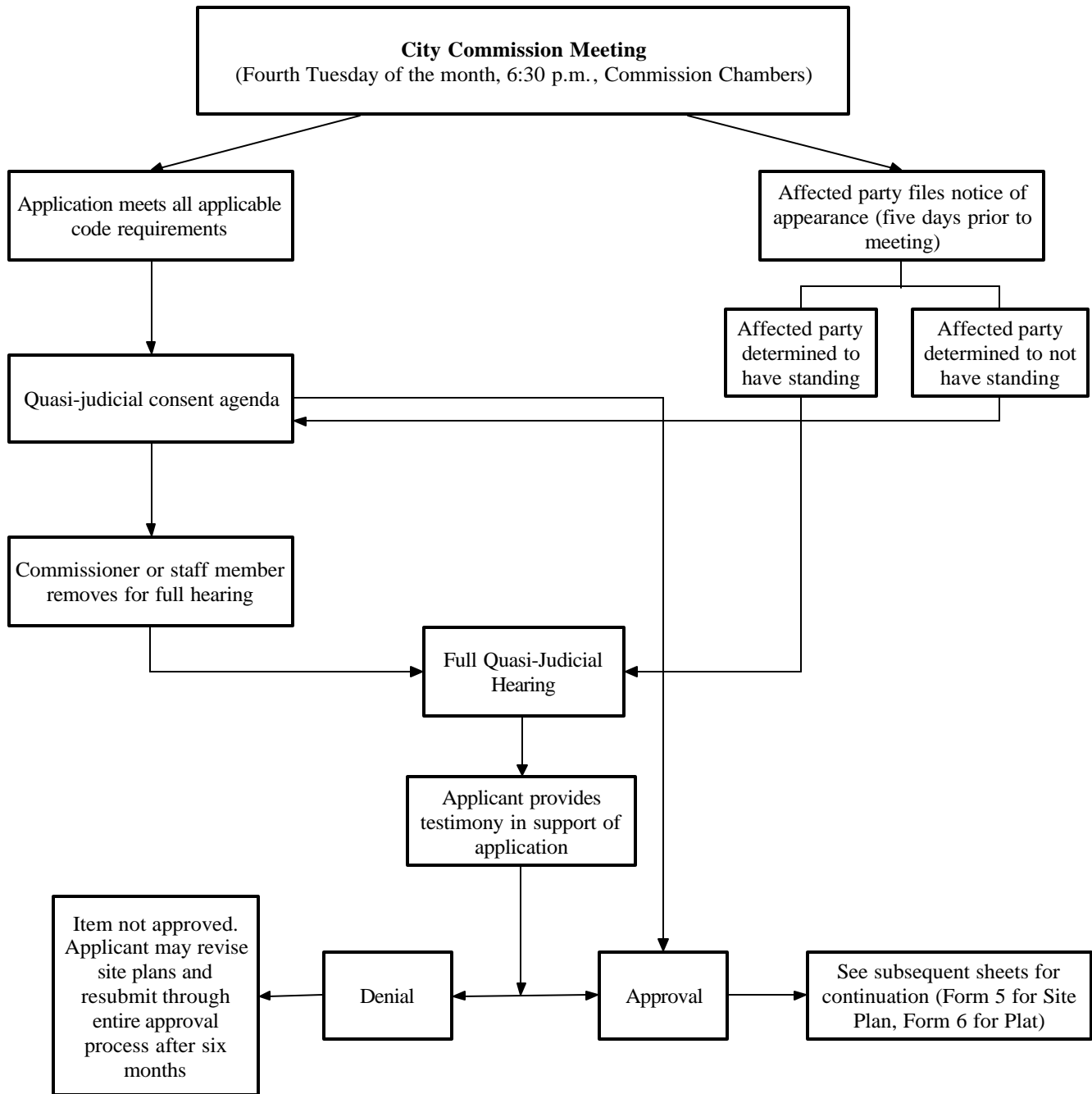


### SITE PLAN / PLAT REVIEW PROCESS (Form 3)



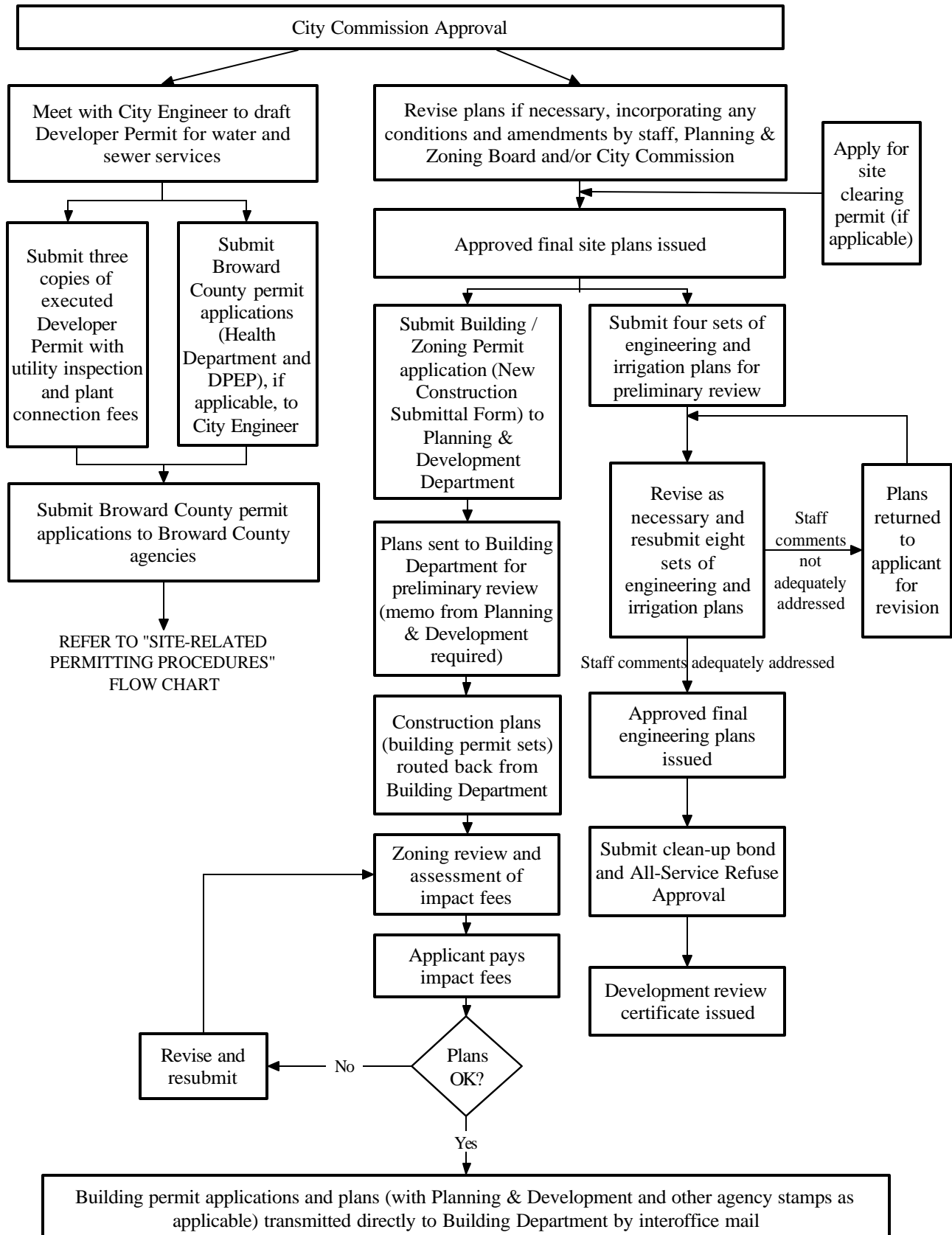
FOR CONTINUATION, SEE QUASI-JUDICIAL PROCESS (Form 4)

## QUASI-JUDICIAL REVIEW PROCESS (Form 4)



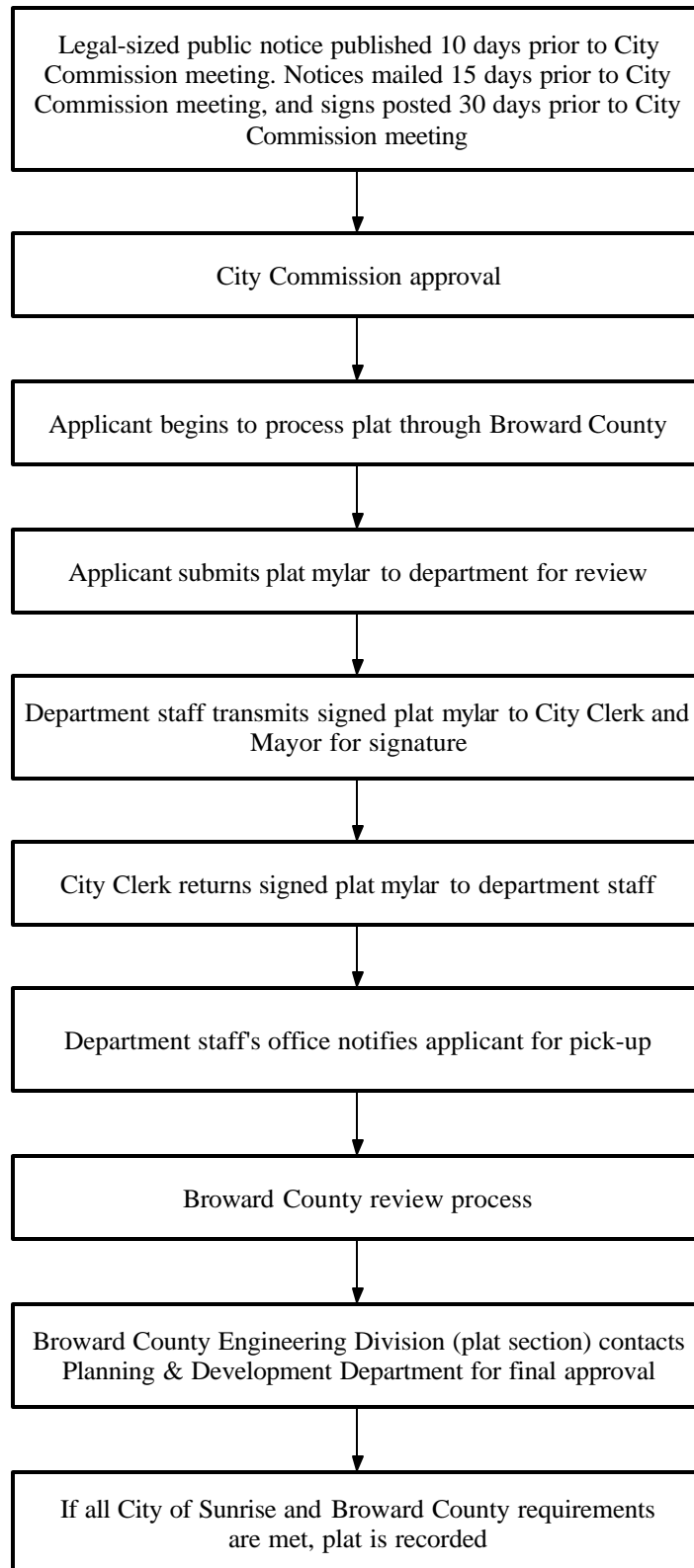
## SITE PLAN AND BUILDING PERMIT APPROVAL PROCESS (Form 5)

*After City Commission approval*





## PLAT REVIEW PROCESS (Form 6)



## SITE-RELATED PERMITTING PROCEDURES (Form 7)

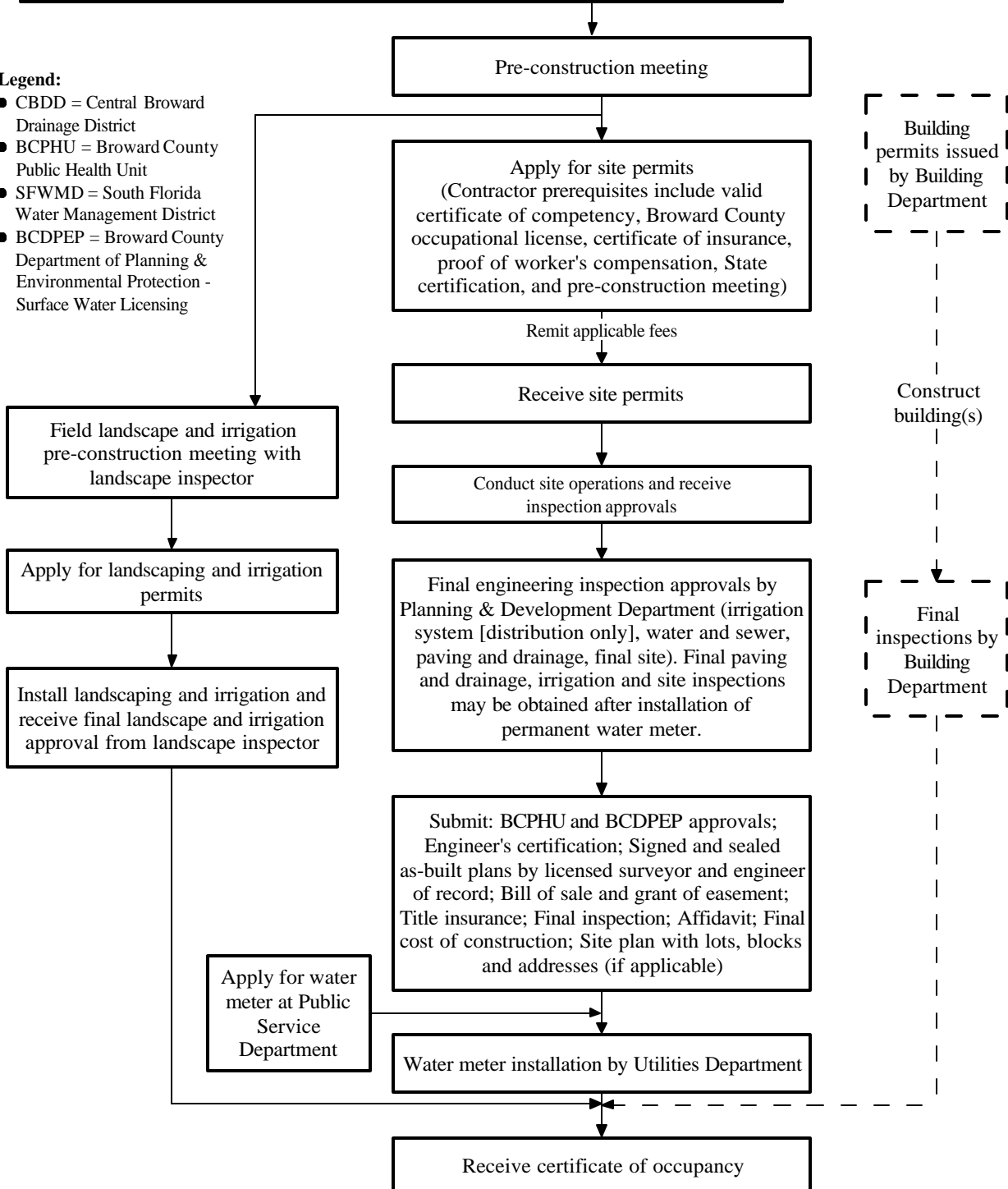
**Developer's agent must have submitted the following to the Planning & Development Department prior to scheduling a pre-construction meeting:**

**Water & Sewer** - 1) Health Department permit [if applicable]; 2) BCDPEP permit [if applicable]; 3) Developer permit; 4) Approved utility shop drawings and products list; 5) Valid underground contractor's license; 6) Copy of executed contract between utility contractor and developer.

**Drainage** - 1) SFWMD and/or BCDPEP or CBDD permits as applicable; 2) Approved drainage shop drawings

**Legend:**

- CBDD = Central Broward Drainage District
- BCPHU = Broward County Public Health Unit
- SFWMD = South Florida Water Management District
- BCDPEP = Broward County Department of Planning & Environmental Protection - Surface Water Licensing



## VACATION OF PUBLIC PROPERTY (Form 8)

